*LIGO Laboratory / LIGO Scientific Collaboration*

LIGO-E12xxxxx-v1 *LIGO* Date

Operation Manual for < device, unit, assembly, ... name>

Author(s)

Distribution of this document:

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# Safety, general warnings and cautions

# Description and Purpose

Brief description of the element/component/subsystem covered by this manual and it's purpose.

# Context within aLIGO

describe where this piece of equipment is within the aLIGO System (e.g. a component of subassembly A, which is part of assembly B, which is within the X subsystem)

# Quick Start Guide

Optional section

# Setup or initialization

# Check-out

# Operating Instructions

# Calibration

# Maintenance

Include a list of needed operational spare parts.

Include a schedule of maintenance operations and/or inspections and needed frequency.

# Storage

# Troubleshooting

# References

Include top-level references on the design and specifications for this unit. Include any subsidiary or related manuals.

# Appendices

if/as needed